

COMMONWEALTH OF VIRGINIA
Department of Education
P. O. BOX 2120
101 North 14th Street
RICHMOND, VIRGINIA 23218-2120

REQUEST FOR PROPOSALS
COVER SHEET

RFP#: TSP-2004-02

Issue Date: March 8, 2004

Title: Turnaround Specialist Program for Virginia School Leaders

Commodity Code: 92419

Issuing Agency: Virginia Department of Education, P.O. Box 2120, Richmond, Virginia 23218-2120

Street Address: Virginia Department of Education, Office of Program Administration and Accountability,
Monroe Building, 23rd Floor, 101 North 14th Street, Richmond, Virginia 23219

Using Agency: Virginia Department of Education

Period of Contract: Beginning with Date of Award; Ending date to be determined based upon contracts
awarded for each component of the RFP; Extension Options Pending Availability of
Funding

Sealed proposals will be received until 11 a.m. on, Monday, March 22, 2004, for furnishing the services described herein. **No proposal will be accepted after this date and time unless modified by addendum.**

All inquiries, questions, and requests for information must be directed to: Dr. Linda Wallinger, acting director, Office of Program and Administration and Accountability, Division of Instruction, Virginia Department of Education, by e-mail at lwalling@mail.vak12ed.edu.

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 11-35.1 or against a bidder or Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

In compliance with this Request For Proposals and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Name of Offering Party/Organization	Date
Street Address #1	Signature of Authorizing Official
Street Address #2	Name of Authorizing Official (Please Print)
City, State, and Zip Code	E-mail Address
FEI/FIN Number	Telephone Number – Include area code

***PRE-PROPOSAL CONFERENCE: No** pre-proposal conference will be held for this effort.